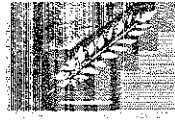




P.O. Box 779 Manila, Philippines
Cable Address: NSOPHL
E-mail: C.Ericta@mail.census.gov.ph
Web: <http://www.census.gov.ph>
Telephone: (632) 7137074 & (632) 9267333
Fax: (632) 7137073



Republic of the Philippines
Office of the Civil Registrar General
National Statistics Office
EDSA corner Times St.
West Triangle, Quezon City 1104

Ref. No. 01NSO00-141

September 10, 2004

MEMORANDUM -

To : All Regional Directors/Provincial Statistics Officers/Officers-in-Charge

From : 
CARMELITA N. ERICTA
Administrator and Civil Registrar General

Subject: Collection of Information on LCROs

For the information and guidance of this Office, please gather the following information from each of the Local Civil Registry Offices (LCROs) in your respective jurisdiction, using the attached forms.

1. Contact information on the LCRO - Annex A
2. Amount of fees collected by the LCRO corresponding to each type of service rendered - Annex B

For item # 1 above, indicate the name, office address, telephone/fax number and email address, if any, of the LCRO using the format given in Annex A. In addition, list the name of the Local Civil Registrar (LCR) or Officer-in-Charge as well as other LCRO staff. Also indicate the position/ designation of all LCRO personnel.

For item # 2 above, indicate the amount of fees charged by LCROs corresponding to each type of civil registration - related services they offer using the format given in Annex B. Examples of services include timely and delayed registration of birth, marriage, death, court decrees and legal instruments; issuance of certified true copy or transcript of birth, marriage or death certificates, application for marriage license, petition for correction of clerical error and/or change of first name. Please include and specify the other fees collected, if any, for a particular service on top of the basic filing or registration fee. In addition, determine whether the fees collected are passed as a local ordinance or resolution.

For NCR IV, NCR V and NCR VI which cover LCROs hosting Census Serbilis Centers, please include in the schedule of fees the amount collected by the LCROs in addition to our basic fee of P125.00 per copy in the issuance and authentication of civil registry documents.

All information should be submitted to the Office of the Civil Registrar General on or before October 15, 2004.

Copy furnished: Civil Registration Department
General Administration Department
File

Schedule of Fees in the Local Civil Registry Office
As of _____, 2004

Province: _____ Municipality: _____

Type of Service	Timely			Delayed			Ordinance/ Resolution Number
	Basic Fee	Other Fees	Total	Basic Fee	Other Fees	Total	
Registration							
BIRTH							
MARRIAGE							
DEATH							
COURT DECREE							
LEGAL INSTRUMENT							

**Schedule of Fees in the Local Civil Registry Office
As of _____, 2004**

Province: _____ Municipality: _____

Type of Service	Basic Fee	Other Fees	Total Fees	Specify Local Ordinance/ Resolution Number, if any
Copy Issuance of CTC				
BIRTH				
MARRIAGE				
DEATH				
COURT DECREE				
LEGAL INSTRUMENT				
Copy Issuance of Transcript				
BIRTH				
MARRIAGE				
DEATH				
Application for Marriage License				
Petition for Change of First Name (RA 9048)				
Petition for Correction of Clerical Error (RA 9048)				
Additional LGU Fee for NSO-CRS issued documents (This item applies to LGUs hosting CRS Outlets like NCR IV, NCR V and NCR VI)				

Schedule of Fees in the Local Civil Registry Office
As of _____, 2004

Province: _____ Municipality: _____

Type of Service	Basic Fee	Other Fees	Total Fees	Specify Local Ordinance/ Resolution Number, if any
Copy Issuance of CTC				
BIRTH				
MARRIAGE				
DEATH				
COURT DECREE				
LEGAL INSTRUMENT				
Copy Issuance of Transcript				
BIRTH				
MARRIAGE				
DEATH				
Application for Marriage License				
Petition for Change of First Name (RA 9048)				
Petition for Correction of Clerical Error (RA 9048)				
Additional LGU Fee for NSO-CRS issued documents (This item applies to LGUs hosting CRS Outlets like NCR IV, NCR V and NCR VI)				

